Chairman Pamela Ball

TOWN OF LEDYARD
CONNECTICUT

LEDYARD FARMERS' MARKET COMMITTEE
SPECIAL MEETING

HYBRID FORMAT
~ MINUTES~

741 Colonel Ledyard Highway
Ledyard, CT 06339
http://www.ledyardct.org
Roxanne M. Maher
(860) 464-3203

Thursday, February 1, 2024 | 5:30 PM | Annex Meeting Room- Annex Building

DRAFT

I. CALL TO ORDER – The Meeting was called to order by Committee Chairman Pamela Ball at 5:30 p.m.

Chairman Ball welcomed all to the Video Conference Meeting; and she noted that the remote meeting information for the Farmers Market Committee and members of the Public to participate in tonight's meeting was available on the Agenda that was posted on the Town's Website - Granicus-Legistar Meeting Portal.

II. ROLL CALL –

Attendee Name	Title	Status	Location	Arrived	Departed
Pamela Ball	Chairman Pro-tem/Treasurer	Present	In-Person	5:30 pm	6:50 pm
Ellin Grenger	Committee Member	Present	In-Person	5:30 pm	6:50 pm
Sarah Martic	Committee Member	Excused			
Bill Thorne	Committee Member	Present	In-Person	5:30 pm	6:50 pm
Allison Troy	Acting Recording Secretary	Present	In-Person	5:30 pm	6:50 pm
Ehtan Foltz	Committee Member	Present	In-Person	5:30 pm	6:03 pm
Naomi Rodriguez	Town Council Chairman	Present	In-Person	5:30 pm	6:50 pm
Scott Johnson, Jr.	Parks, Recreation & Senior Citizens Director	Present	In-Person	5:30 pm	6:50 pm

III. MEMBER COMMENTS – None.

IV. TREASURER REPORT

Farmers Market Fund 020810201-54201

Committee Treasurer Pam Ball noted that the Finances have not changed since their January 25, 2024 meeting. She noted the following Reports were attached to the Agenda packet on the Meeting Portal:

- Year to Date Report – January 25, 2024 – Current Balance $12,970
- Purchase Orders Report – January 25, 2024 – To date 26 Purchase Orders had been opened to vendors
- Open-Closed Purchase Orders Report – January 25, 2024 – To date they had 11 open Purchase Orders and 15 Closed Purchase Orders.

Ms. Ball provided an overview noting the following: .

- ✓ $19,654 Beginning Balance (July 1, 2023)
- ✓ $6,683 Expended to Date
- ✓ $6,616 Encumbered – Open Purchase Orders
- ✓ $6,354 available in the Account (December 28, 2023)

$6,616 Encumbered – Open Purchase Orders

$12,970 Total Available Balance

V. MARKET MANAGER REPORT – None.

VI. APPROVAL OF MINUTES

MOTION to approve the Regular Meeting Minutes of January 4, 2024
Moved by Ms. Grenger, seconded by Mr. Thorne
VOTE: 5 – 0 Approved and so declared

VII. OLD BUSINESS

1. Update regarding the status of the proposed "*An Ordinance Establishing a Farmers Market for the Town of Ledyard"*.

Committee Chairman Ball noted that the Administration Committee would be addressing the proposed "*An Ordinance Establishing a Farmers Market for the Town of Ledyard"* as contained in the draft dated January 17, 2024 at their February 14, 2024 meeting. She explained that prior to the Town Council adopting the Ordinance that a Public Hearing would need to be held.

Ms. Ball continued by explaining that the proposed Ordinance would change the Committee's membership from nine Regular Members to five Regular Members and four alternate members. She suggested the Committee forward a recommendation to the Administration Committee with regard to which members would like to continue to serve as regular members and who would like to serve as alternate members. The Committee Members agreed to forward the following recommendation to the Administration Committee:

Regular Members:

- Pamela Ball (D) 674 Shewville Road, Ledyard
- Ethan Foltz (D) 894 Colonel Ledyard Highway, Ledyard
- Ellin Grenger (D) 15 Bittersweet Drive, Gales Ferry
- Sarah Martic (R) 59R Long Cove Road, Ledyard
- Allison Troy (D) 548 Pumpkin Hill Road Ledyard

Alternate Members

- William Thorne (R) 3 Adios Lane, Ledyard

Ms. Ball noted that she would send a memo to the Administration Committee regarding the reappointment of the Farmers' Market Committee Members, in accordance with the new structure provided in the proposed Ordinance.

RESULT: CONTINED	**Next Meeting: 03/06/2024; 5:30 p.m.**

2. Update regarding the interest of Civic Organizations (Ledyard Rotary, Ledyard Lions, etc.) to help facilitate the weekly Markets with set-up and break-down, parking, etc.

Mr. Thorne stated that he would resend emails to Organizations to solicit their interest in helping at the Farmers Market this summer and to work on a schedule.

RESULT: COMPLETED

3. Update regarding the participation/involvement of Ledyard High School Ag-Science Students.

Mr. Thorne volunteered to work with the High School Ag-Science Students at the Farmers Market. He noted that he would email Ag-Science Teacher Mrs. O'Keefe to coordinate.

RESULT: COMPLETED

4. Update/status regarding access/update/management of the Farmers Market Website and email program.

MOTION to open a Purchase Order to Pam Ball in the amount of $1,000 to pay for the website host and other market expenses (PO Box, MailChimp, WIX).
Moved by Ms. Ball, seconded by Mr. Thorne
Discussion: Ms. Ball explained that the only payment available was on-line with a credit card. She stated that she would pay by credit card and would therefore need to be reimbursed for the cost.
VOTE: 5 – 0 Approved and so declared

RESULT: 5 – 0 - APPROVED [UNANIMOUS]
MOVER: Pam Ball **,** Committee Chairman
SECONDER: Bill Thorne, Committee Member
AYES: Ball, Foltz, Grenger, Martic, Thorne, Troy
EXCUSED: Martic

VIII. NEW BUSINESS

1. Parks & Recreation ability to provide support to the Farmers Market.

- Trash Collection - Parks, Recreation & Senior Citizens Director Scott Johnson, Jr., stated that Parks & Recreation could provide a paid staff person to work during the Markets to empty trash cans and replace bags for the 2024 Summer Season.

- On-Line Vendor Applications - Mr. Johnson stated after further review that he did not think the MyRec software would work for the Farmers Market.

  The Committee noted that GoogleForms might be a better solution.

RESULT: COMPLETED

2. Set the 2024 Market Fees.

The Committee agreed to keep the 2024 Summer Market Fees the same as last year as follows:

- ✓ Full-Time Fee: $200 for one 10' x 10' space – 9 to 15 markets
- ✓ Part-Time Fee: $125 for one 10' x 10' space – 6 to 8 markets
- ✓ One-Time Fee: $25 for one 10' x 10' space – 1- 5 markets

RESULT: COMPLETED

3. Set the Market Weekly Themes.

After much discussion, the following Themes were selected:

June 2023	*July, 2023*	*August 2023*	*September 2023*
✓ 5th Earth Day	✓ 3rd July Red-White & Blue	✓ 7th – 70's Hippies	✓ 4th Back to School
✓ 12th Stuffed Animal Parade	✓ 10th Bee Bubbly	✓ 14th Dog	✓ 11th Hometown Heroes
✓ 19th Summer	✓ 24th Ocean/Beach	✓ 24th Old Folks Day	
✓ 26th Halloween	✓ 31st "NASCAR	✓ 28rd Game Day	

RESULT: COMPLETED

4. Selection and scheduling of Entertainment for the 2024 Farmers Market.

MOTION to appropriate $3,500 for Entertainment for the 2024 Farmers Market.
Moved by Ms. Ball, seconded by Mr. Thorne
Discussion: Ms. Ball noted in reviewing their entertainment costs last year that $3,500 should be adequate.
VOTE: 5 – 0 Approved and so declared

RESULT: 5 – 0 - APPROVED [UNANIMOUS]
MOVER: Pam Ball **,** Committee Chairman
SECONDER: Bill Thorne, Committee Member
AYES: Ball, Foltz, Grenger, Martic, Thorne, Troy
EXCUSED: Martic

5. Discussion and possible action regarding Farmers' Market T-Shirts. – None.

RESULT: NO ACTION

6. Discussion regarding closing Purchase Orders that are no longer needed.

The Committee agreed to defer this item to their March 5, 2024 meeting

RESULT: DEFERRED **Next Meeting: 03/06/2024; 5:30 p.m.**

7. General discussion regarding other preparations for the 2024 Farmers' Market. – None.

RESULT: NO ACTION

8. General discussion regarding proposed changes to market vendor and food truck application including content, taking applications from previous vendors and taking applications from new vendors.

Committee Chairman Ball reported that she has been sending Applications to their previous vendors, noting that the Open Application period was from February 2, 2024 – February 23, 2024. She stated that she has received a number of Applications back and that she was expecting that more would be coming in.

RESULT: CONTINUED **Next Meeting: 03/06/2024; 5:30 p.m.**

9. General discussion of food truck participation. - None.

RESULT: NO ACTION

IX. NEXT MEETING

Next Meeting Date Thursday, March 6, 2024

XII. ADJOURNMENT

MOTION to adjourn meeting at 6:50 p.m.
Moved by Ms. Grenger, seconded by Mr. Thorne (Foltz, away)
VOTE: 4 - 0 Approved and so declared

Respectfully submitted,

Pamela Ball
Committee Chairman Pro tem